

## **TRAINING & DEVELOPMENT ASSIGNMENT PLAN**

### **MEMORANDUM**

**TO:** Training & Development Assignment File

**FROM:** Air Resources Board, Division, Branch

**DATE:** Month xx, 200\_\_

**SUBJECT:** TRAINING & DEVELOPMENT ASSIGNMENT

**TO:** Air Resources Board, Division, Branch

**NAME OF PARTICIPANT:**

**CLASSIFICATION OF PARTICIPANT:**

**TRAINING CLASSIFICATION:**

**FROM:**

**TO:**

**PERIOD OF ASSIGNMENT (DATES):**

**FROM:** Month xx, 200\_\_

**TO:** Month xx, 200\_\_

**TRAINING PLAN:**

Training to be Accomplished and Intent

Through this T&D assignment, the employee is expected to gain...The employee will gain the knowledge, skills, and abilities of a xx and be able to participate in the promotional examination.

Assignment and Duties

See attached duty statement.

**CONSIDERATIONS:**

This training assignment will in no way jeopardize promotional opportunities for the participating employee.

No layoffs will be required as a result of this training assignment, and no other rights of any employee will be infringed upon.

